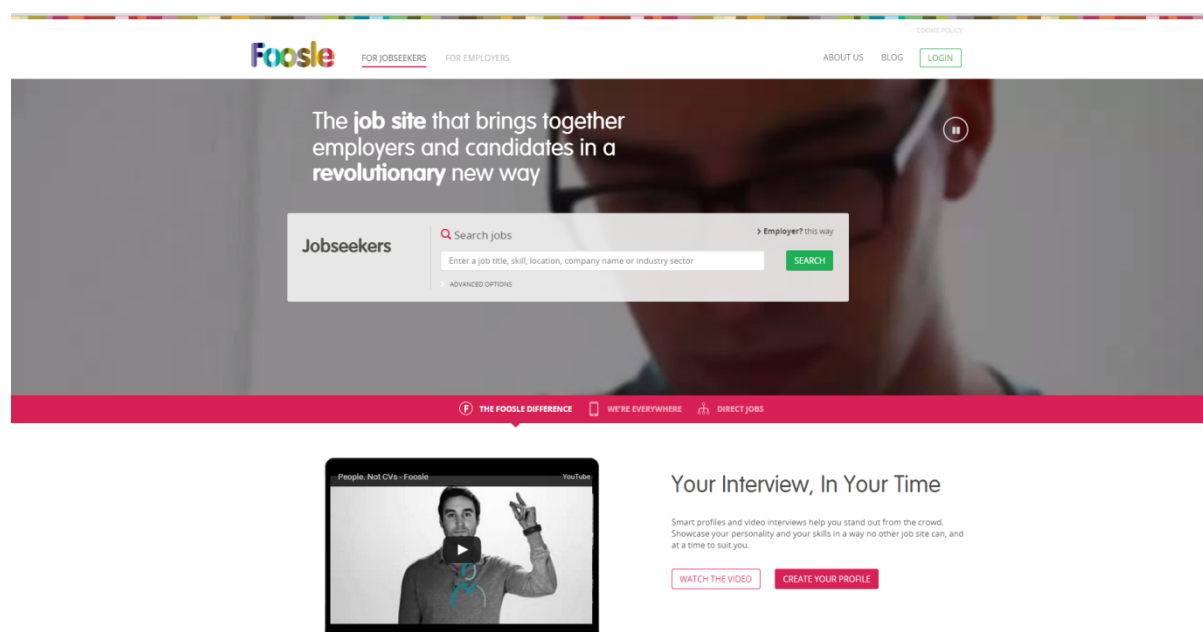


Cavendish Student User Guide

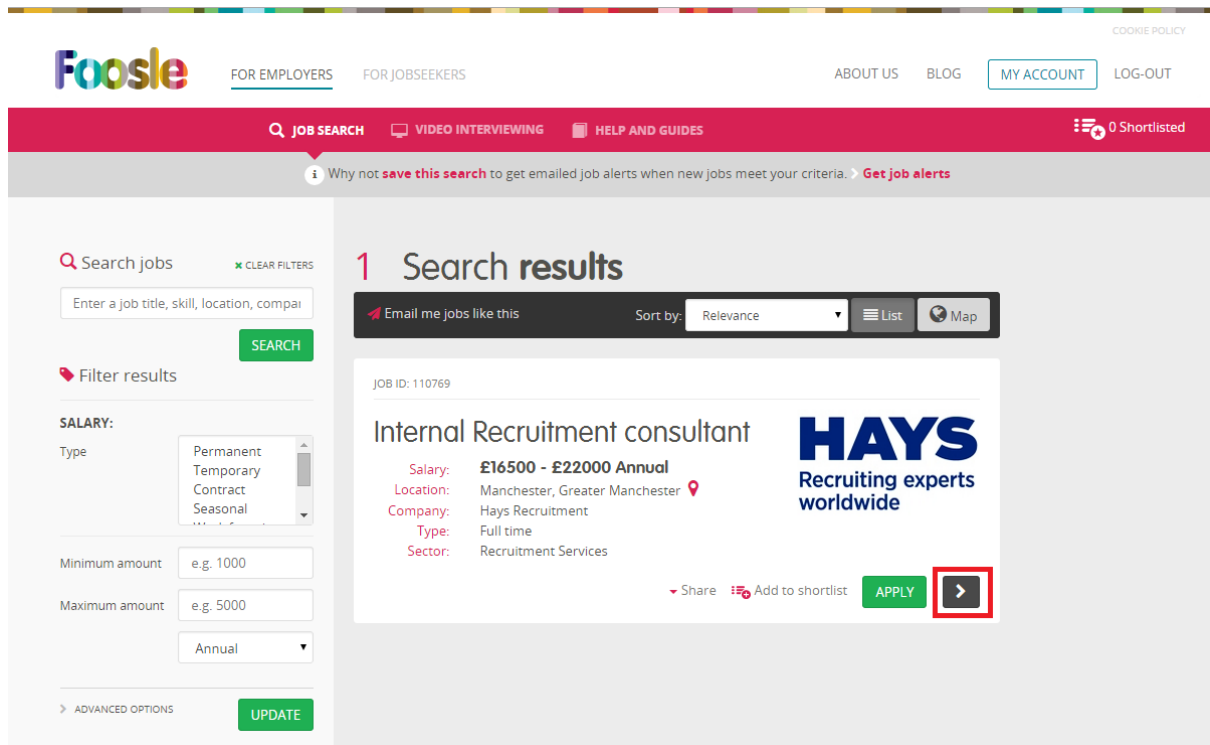
Applying a for job and registering with Foosle.com

The quickest and easiest way to get registered on Foosle.com is by applying for a job. To get started follow the steps below:

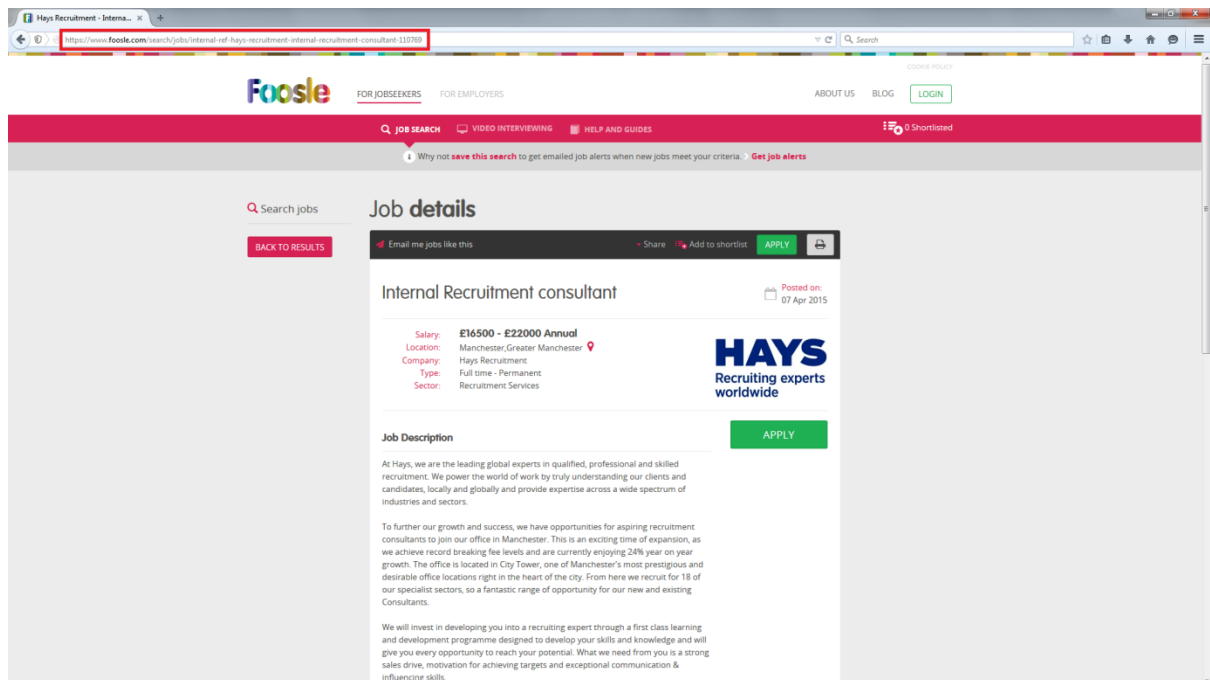
1. Got to the job search page: <http://www.foosle.com/search/jobseeker/home>



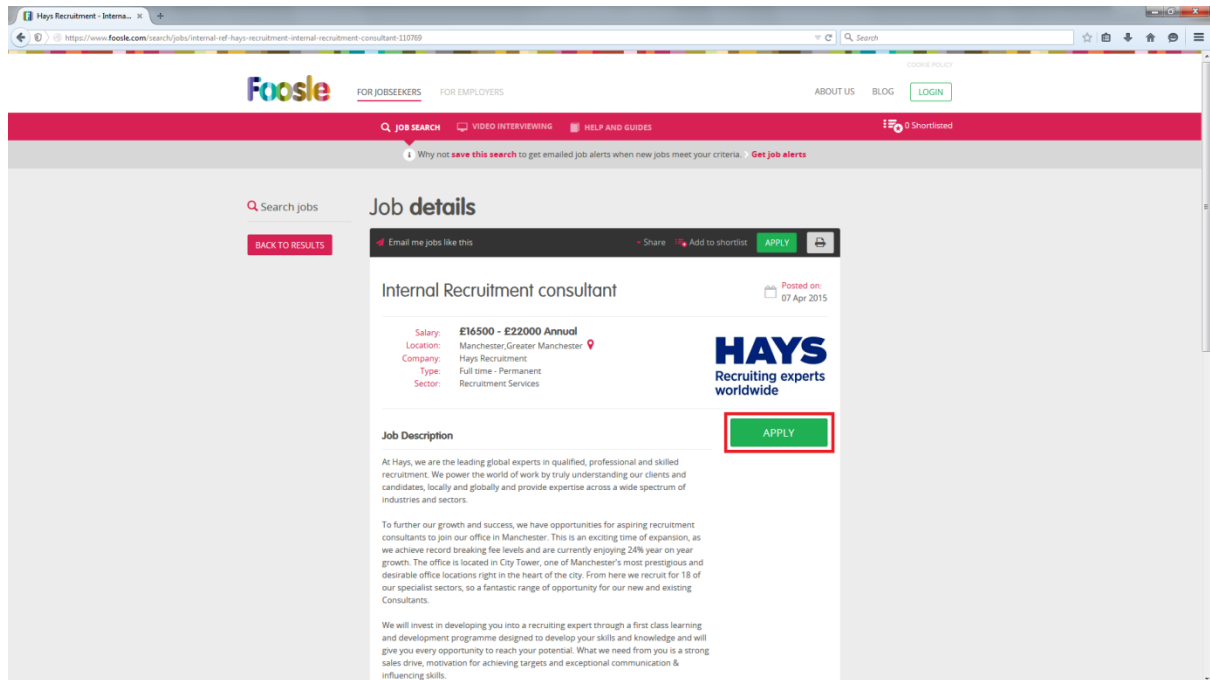
2. In the search bar enter the following word, "**Cavendish**".
3. Browse the jobs returned in the search
4. When you see a job you are interested in click on the arrow located on the bottom right of the job area.



5. This will take you to the job details page for that job



6. Click on the Apply button



7. Upon clicking the Apply button you will be taken to the job application form page where you're required to upload your CV and provided your account details such as your First Name, Last Name and Email Address. You will also be required to provide a cover letter to accompany the application. When you're ready simply tick the box agreeing to Foosle's terms and conditions then click on the Submit Application button.

Q JOB SEARCH

VIDEO INTERVIEWING

HELP AND GUIDES

★ 0 Shortlisted

Search jobs

HAYS
Recruiting experts
worldwide

Title:

Internal Recruitment consultant

Company:

Hays Recruitment

Location:

Manchester, Greater Manchester

Salary:

£16500 - £22000 Annual

JOB SUMMARY

At Hays, we are the leading global experts in qualified, professional and skilled recruitment. We power the world of work by truly understanding our clients and candidates, locally and globally and pr ...

OPEN DETAILS IN NEW WINDOW

Job Application Form

Applications on Foosle are nice and easy. Just fill out the short form below and you're on your way. Make sure you've got your CV ready to upload.

Your details

* Required Field

FIRST NAME*

John

LAST NAME*

Doe

EMAIL*

candidate@emailaddress.com

Your application

UPLOAD A NEW CV

Candidate CV.txt

SELECT FILE

PDF, doc, docx or txt accepted, upto 2mb

PLEASE WRITE OR PASTE YOUR COVER LETTER HERE

Hays Recruitment application via Foosle.

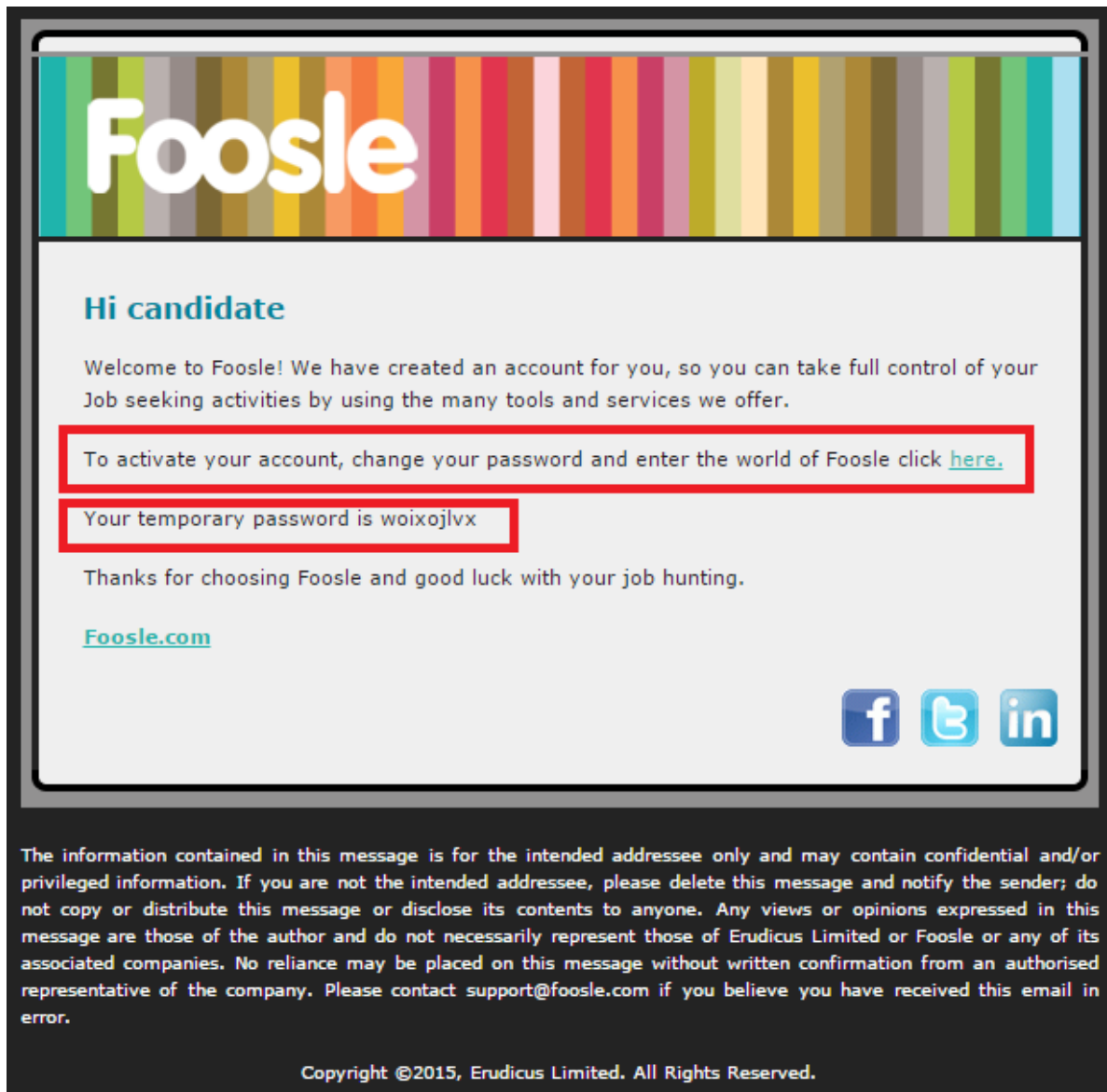
1460 Characters left

☒ By continuing this application, I agree to Erudicus Limited's Terms of Use. To view these [click here](#)

SUBMIT APPLICATION

- The final screen you will see is the confirmation for your job application being submitted successfully.

9. Upon submitting the application you will receive two emails. The first email contains two important items and these are the verification link and your temporary password. You will need to copy the temporary password, click on the verification link and then past the temporary password in the necessary field in order to complete the registration process. The second email is simply a confirmation of the job you have applied for.





Hi Candidate Name

We are pleased to advise you that your application has been sent. You have applied for the following job:

[Internal Recruitment Consultant](#)

To follow up on the progress of your application, please contact the employer directly.

To browse other potential jobs please click [here](#).

Thanks for choosing Foosle and good luck with your job hunting.


[Foosle.com](#)



The information contained in this message is for the intended addressee only and may contain confidential and/or privileged information. If you are not the intended addressee, please delete this message and notify the sender; do not copy or distribute this message or disclose its contents to anyone. Any views or opinions expressed in this message are those of the author and do not necessarily represent those of Erudicus Limited or Foosle or any of its associated companies. No reliance may be placed on this message without written confirmation from an authorised representative of the company. Please contact support@foosle.com if you believe you have received this email in error.

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10. When you click on the verification link you'll be presented with the following page to create your new password.



[FOR JOBSEEKERS](#)[FOR EMPLOYERS](#)

[ABOUT US](#)[BLOG](#)[MY ACCOUNT](#)[LOG-OUT](#)

[JOB SEARCH](#)[VIDEO INTERVIEWING](#)[HELP AND GUIDES](#)

Select a new Password

Complete your set-up to access your full Foosle account...*Required Fields

*Enter your old or temporary password
If you have just registered with Foosle, a temporary password has been sent to your email address.

*Enter your new password
Must be 8 characters in length and contain, uppercase, lowercase and numeric characters.

*Confirm your new password
Please enter the same Password as above.

UPDATE PASSWORD

USEFUL LINKS

Jobseeker services

[> Register as a candidate](#)[> How to improve your profile](#)[> Find a job](#)[> Video interviewing for candidates](#)

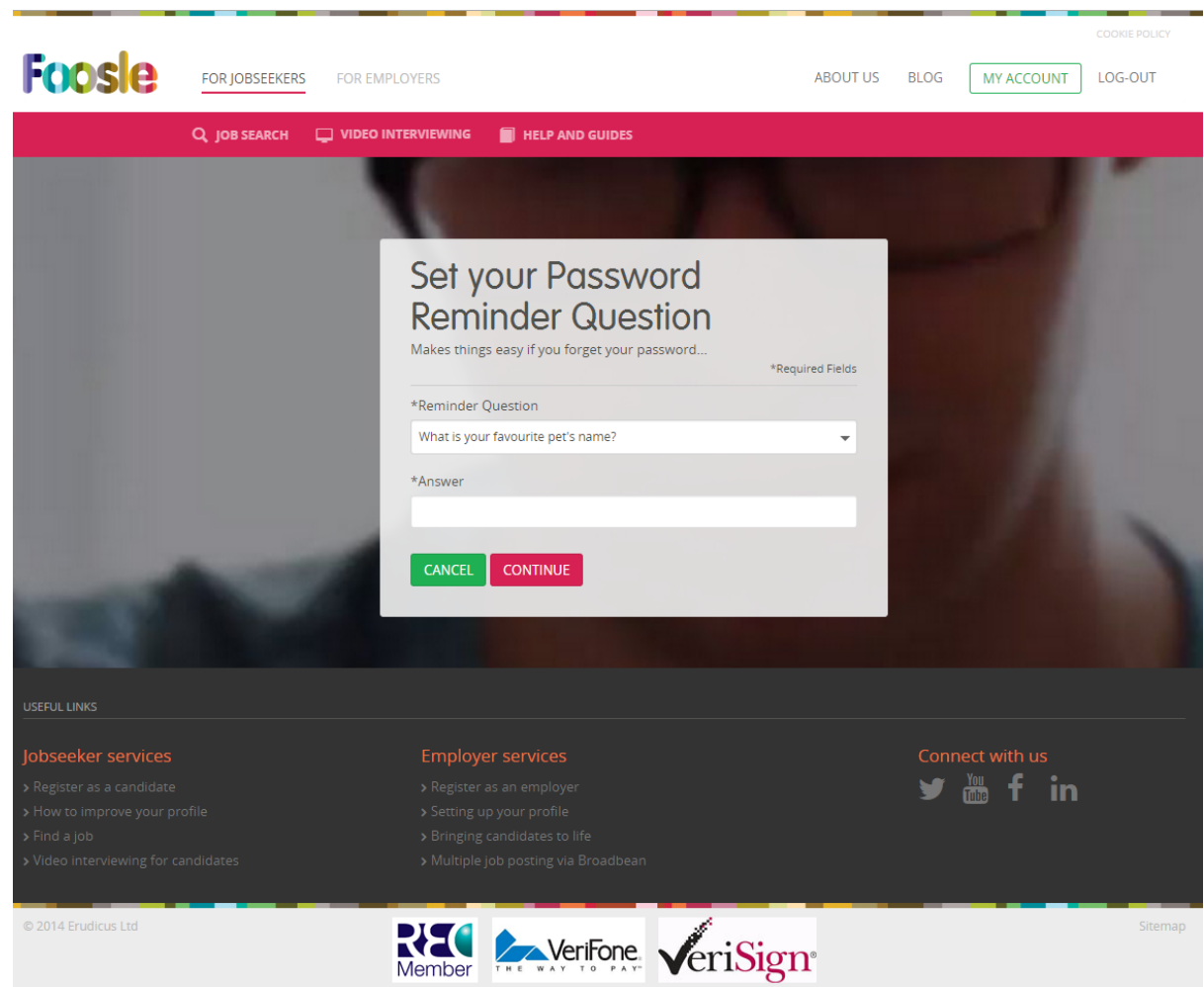
Employer services

[> Register as an employer](#)[> Setting up your profile](#)[> Bringing candidates to life](#)[> Multiple job posting via Broadbean](#)

Connect with us

[!\[\]\(2447b6618714aeec5254c68a9e43cba4_img.jpg\)](#)[!\[\]\(2dc4c756fac42df95c7c0c3b66244d71_img.jpg\)](#)[!\[\]\(376aec4e860706c057eb995ec5b07949_img.jpg\)](#)[!\[\]\(c865c1cfbf4372e95eb3c0648a6f83ca_img.jpg\)](#)

11. Next you must set a reminder question and answer



The screenshot shows the Foosle website interface. At the top, there is a navigation bar with the Foosle logo, links for 'FOR JOBSEEKERS', 'FOR EMPLOYERS', 'ABOUT US', 'BLOG', 'MY ACCOUNT', and 'LOG-OUT'. Below this is a red banner with 'JOB SEARCH', 'VIDEO INTERVIEWING', and 'HELP AND GUIDES'. The main content area features a modal form titled 'Set your Password Reminder Question' with the subtitle 'Makes things easy if you forget your password...'. The form includes a dropdown menu for the reminder question (currently set to 'What is your favourite pet's name?') and a text input field for the answer. Both fields are marked as required. At the bottom of the form are 'CANCEL' and 'CONTINUE' buttons. The footer contains 'USEFUL LINKS' for jobseekers and employers, social media links, and logos for RBC Member, VeriFone, and VeriSign.

Foosle FOR JOBSEEKERS FOR EMPLOYERS ABOUT US BLOG MY ACCOUNT LOG-OUT

Q JOB SEARCH VIDEO INTERVIEWING HELP AND GUIDES

Set your Password Reminder Question

Makes things easy if you forget your password... *Required Fields

*Reminder Question
What is your favourite pet's name?

*Answer

CANCEL CONTINUE

USEFUL LINKS

Jobseeker services

- > Register as a candidate
- > How to improve your profile
- > Find a job
- > Video interviewing for candidates

Employer services

- > Register as an employer
- > Setting up your profile
- > Bringing candidates to life
- > Multiple job posting via Broadbean

Connect with us

Twitter YouTube Facebook LinkedIn

© 2014 Erudicus Ltd RBC Member VeriFone THE WAY TO PAY VeriSign Sitemap

12. The registration process is now complete and you will be redirected to your dashboard.

Job Search

Start typing and tell us what you are looking for...

SEARCH NOW

You can enter a job title, skill, location, company name or industry sector

MY ACCOUNT

LOG-OUT

Foosle

Candidates

User Guides

Create a Profile

Search Employers

Foosle Blog

My Dashboard

About Me

My Knowledge

My Career

Desired Job

Smart Candidate Profile

0

Welcome to Foosle candidate

SINCE YOU'VE BEEN AWAY WE'VE HAD...

50

AMAZING JOBS TO APPLY FOR

1


JOBS YOU HAVE APPLIED FOR

0

FOOSLE VIDEO INTERVIEW REQUESTS

About me in a Nutshell

candidate name



Profile Optimisation

11%

Improve your foosle profile!

Email

zackie@foosle.com

Mobile

Landline

Position

Notice

Not Specified

Sync my CV

Update your profile quickly and effortlessly using our CV Sync technology!

Nothing could be easier and employers will be able to view your information within minutes.

To start simply follow the steps below;

Step 1.

SELECT FILE

Foosle Video Interview Requests

Any requests from Employers for you to record a Foosle Video Interview will show below! To launch and begin your interview, ensure you have a working webcam and simply click on the icon to begin the interview.

Before you take your interview we would recommend you use our VIDEO PRACTICE AREA to test your webcam is recording clearly and correctly.

Important! Once you begin you cannot restart or retake the interview! Good luck!

JOB TITLE	COMPANY	TAKE INTERVIEW
-----------	---------	----------------

Manage Your Saved Searches

SEARCH NAME

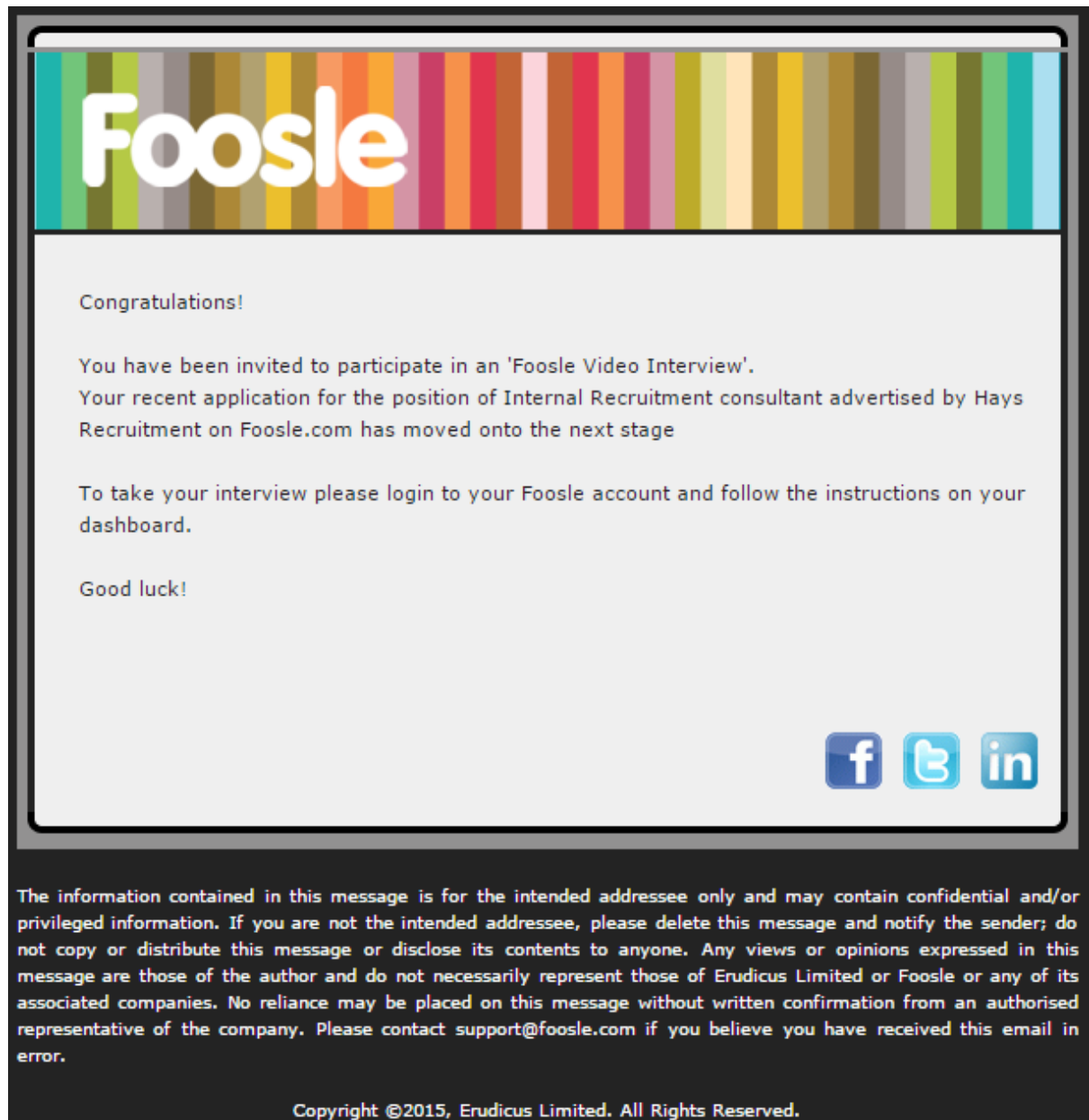
JOB ALERTS

LAST MODIFIED

You can save a maximum of 3 Searches

Receiving a video interview invite and taking the video interview

When you receive a video interview invite you will receive an email notifying you of the invite and what you should do next.



Once you've logged into your Foosle account you will see the video invite in your dashboard. To take the video interview simply click on the R button to start the video the interview. You will have the ability to test your video and audio ensuring everything is working prior to taking the video interview.

We recommend that you take a practice video interview in order to familiarise yourself with the interface. You can do this by using the Video Practice Area link provided.

Switch to **FOR EMPLOYERS**
Find Us

Job Search
Start typing and tell us what you are looking for...
SEARCH NOW
You can enter a job title, skill, location, company name or industry sector

Foosle Candidates
User Guides
Create a Profile
Search Employers
Foosle Blog
MY ACCOUNT
LOG-OUT

My Dashboard
About Me
My Knowledge
My Career
Desired Job
Smart Candidate Profile
0


Welcome back candidate

SINCE YOU'VE BEEN AWAY WE'VE HAD...
50
AMAZING JOBS TO APPLY FOR

1
JOBS YOU HAVE APPLIED FOR

1
FOOSLE VIDEO INTERVIEW REQUESTS

About me in a Nutshell

candidate name



Profile Optimisation
11%
Improve your foosle profile!

Email: zackie@foosle.com
Mobile:
Landline:
Position:
Notice: Not Specified

Sync my CV
Update your profile quickly and effortlessly using our CV Sync technology!
Nothing could be easier and employers will be able to view your information within minutes.
To start simply follow the steps below;
Step 1.
SELECT FILE

Foosle Video Interview Requests

Any requests from Employers for you to record a Foosle Video Interview will show below! To launch and begin your interview, ensure you have a working webcam and simply click on the icon to begin the interview.
Before you take your interview we would recommend you use our VIDEO PRACTICE AREA to test your webcam is recording clearly and correctly.
Important! Once you begin you cannot restart or retake the interview! Good luck!

JOB TITLE	COMPANY	TAKE INTERVIEW
Internal Recruitment consultant	Hays Recruitment	

Manage Your Saved Searches

SEARCH NAME	JOB ALERTS	LAST MODIFIED
You can save a maximum of 3 Searches		

Profile completeness (OPTIONAL)

In order to get the most out of Foosle we strongly recommend that you advise you complete your Candidate Profile. CV sync is the quickest way of getting your profile populated with relevant and up to date information. You can perform a CV sync by following the below steps.

1. First login into your dashboard
2. On the right hand side you will see the Sync my CV section
3. Now click on the Select File button which will bring up the file upload window.
4. Once you've selected your most up to date CV click on the Sync MY CV button.
5. This will automatically take you to the About Me tab which will be prepopulated with relevant information from your CV.
6. You can also navigate to the other tabs where you'll find your information prepopulated as well.

You can read more about profile completeness via the following link:
<http://www.foosle.com/search/candidateimproveprofile>.

The screenshot shows the Foosle Candidates dashboard. At the top, there's a navigation bar with links: Foosle Candidates, User Guides, Create a Profile, Search Employers, and Foosle Blog. Below this is a secondary navigation bar with tabs: My Dashboard, About Me, My Knowledge, My Career, Desired Job, and Smart Candidate Profile. A red box highlights the 'Sync my CV' section on the right side of the dashboard.

Statistics:

- 2242 AMAZING JOBS TO APPLY FOR
- 7 JOBS YOU HAVE APPLIED FOR
- 0 FOOSLE VIDEO INTERVIEW REQUESTS

Profile Optimisation: 73% (Improve your foosle profile!)

Personal Information:

- Email: zackiesweddin@gmail.com
- Mobile: [Redacted]
- Landline: [Redacted]
- Position: Product Manager
- Notice: Not Specified

Manage Your Saved Searches:

SEARCH NAME	JOB ALERTS	LAST MODIFIED	
[Redacted]	On: <input checked="" type="radio"/> Off: <input type="radio"/>	13 Feb 2015	SEARCH
Graduate Jobs	On: <input checked="" type="radio"/> Off: <input type="radio"/>	13 Feb 2015	SEARCH
Saved search	On: <input checked="" type="radio"/> Off: <input type="radio"/>	13 Feb 2015	SEARCH

Sync my CV Section (Red Boxed):

Update your profile quickly and effortlessly using our CV Sync technology!

Nothing could be easier and employers will be able to view your information within minutes.

To start simply follow the steps below;

Step 1.

SELECT FILE

Step 2.

Click the button below to sync your cv.

SYNC MY CV